



AGENDA FOR THE CITY OF BARABOO PUBLIC SAFETY COMMITTEE

Members noticed must notify Committee Chairman Wedekind at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Monday, September 30, 2019 – **1:00 P.M.**

Location: City Services Center – 450 Roundhouse Court, Baraboo, WI

Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz

Others Noticed: Administrator E. Geick, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, T. Pinion, W. Peterson, T. Gilman, Brandon Beard, and Library.

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of August 23, 2019 Public Safety Committee meeting.

2. Action Items

- a. Declare existing tin building at 314 Depot Street to be Surplus Property and authorize its sale via an online auction.
- b. Consideration of proposed revision to §25.10(i)(4) of the Baraboo Municipal Code pertaining to Bond Amounts for Animal at Large violations.
- c. Consider extending Landfill Monitoring Contract with MSA through 2022.
- d. Review and prioritize list of prospective Street Improvement Projects for 2020/2021
- e. Review and prioritize list of Alley Projects for 2020
- f. Review prospective Sidewalk Projects for 2020
- g. Discussion and possible recommendation to establish a local vehicle registration fee as an alternative revenue source to fund future street improvements.
- h. Review property owner's proposal to improve drainage from his property at 611 5th Street.

3. Information Items

- a. Discuss revising Section 7.09(3)(f)(1) of the Traffic Code to convert the 8-hour parking stalls on the south side of 4th Avenue between Broadway and Birch Street to 2-hour stalls
- b. Discussion of the creation of an ordinance prohibiting fishing from bridges within the City limits
- c. Discuss the need for Public Safety Committee's review of Special Event Permits for recurring annual events that contain no changes from the prior year's event.
- d. Alderperson Training: Council Handbook (Time Permitting)

4. Reports

- a. Utility Superintendent's Report
- b. Street Superintendent's Report
- c. Police Chief's Report
- d. Fire Chief's Report

5. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Donna Munz
Agenda Posted by Kris Jackson September 27, 2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, NOT TO BE PUBLISHED

Minutes of the Public Safety Committee Meeting – August 23, 2019

Members Present: Phil Wedekind and Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Administrator Geick, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Attorney Emily Truman, Tony Gilman, Megan Krautkramer, Mark Willer, Nicki Green, Mike Johnson, and Jaren & Rhonda Parchem.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the July 29, 2019 meeting. Motion carried unanimously.

New Business

- a. Consider revising Section 7.09(20) to change the 2-hr time limit to a 4-hr time limit for the Municipal Parking Lot on the southeast corner of Birch Street and 5th Avenue (behind the Baraboo Library) – Pinion said there was no signage on this parking lot, in the ordinance the lot is listed as a 2-hour parking limit. When signage was installed, complaints arose and the Library Director requested that the time limit be increased to 4 hours. It was moved by Kolb, seconded by Plautz to increase the parking lot time limit to 4 hours. Motion carried unanimously.
- b. Consider revising the Official Traffic Map to prohibit parking on the north side of 9th Avenue between Oak Street and Birch Street – Tony Gilman said that this is an area that is narrower than most streets. He said there are no driveways on the north side of the street. He said that he would like to limit parking to south side only to benefit of our services and residents along here. It was moved by Plautz, seconded by Kolb to revise the official traffic map to prohibit parking on the north side of 9th Avenue between Oak Street and Birch Street. Motion carried unanimously.
- c. Review and recommendation to close Oak Street between 3rd & 4th Avenues and 4th Avenue between Oak Street and Broadway for two Special Events – “Night Markets”, on September 20th and December 20th from 5PM to 9PM, sponsored by Baraboo Young Professionals – Nicki Green asked if this could be amended to be just Oak Street between 3rd and 4th for the December 20th event. Pinion said that when special events are a carbon copy of previous years they do not come back to Committee; however, because they are requesting to add a block, it needs Committee approval. It was moved by Kolb, seconded by Plautz to recommend the street closures as presented and amended for September 20 and December 20. Motion carried unanimously.
- d. Consider Petition for Public Street and Utility Improvements on the unimproved Canepa Street right-of-way for a future subdivision at the west end of Canepa Street by Jaren & Rhonda Parchem – Pinion presented the request to the Committee. He said this is an unimproved right-of-way with an apparent private gravel driveway in the right-of-way. He said the Parchems recently purchased the 6.12-acre parcel next to them and would like to subdivide it into up to six buildable lots. He said that when this occurs, the property owners have one of two options to make it developable. Since this is an existing public right-of-way and in the absence of public utilities and public improvements they can petition the City for those public improvements. He said the City can then decide whether they want to do this, if they choose to, it would be a special assessment project where the City commissions the work and then assesses all the adjoining benefitting properties for their proportionate share of the cost. He said at the end of the day, the City does not have any contribution to it, it goes to the debt service initially, we charge interest to cover the bonding rate, etc. and the City has made whole at the end of the day. Pinion said that Option 2, which is seen more conventionally is where the developer enters into a development agreement with the City, requires the developer to install a host of required improvements. He said that this one is unique. In most cases the developer owns 100% of the land to be improved; however, in this case, there is some improved land adjoining that first 250’ stretch, so if they were to finance it, they would be looking for the City to play middle man and assess the benefitting costs to the private property owners on the north side of the street and then reimburse them for the costs that they wouldn’t already have. He said the Parchems have submitted a petition to the City requesting the City to make the public improvements and then assess the benefitting property owners accordingly. Plautz questioned approximate cost, Pinion estimated \$160,000. Kolb expressed concern raising the debt capacity. Pinion said regardless of the funding source it will count against the debt capacity. Plautz moved to recommend consideration of petition for public street and utility improvements on the unimproved Canepa Street right-of-way for a future subdivision at the west end of Canepa Street. Kolb seconded the motion. Motion carried unanimously.
- e. Review list of Prospective Capital Projects for 2020 – Pinion presented background. Wedekind questioned Fire radio replacements, Stieve gave detailed explanation. Plautz questioned Schauf on mobile data computers and portable radios. Schauf gave detailed explanation. He said that the cost of the radios now are \$3,000/radio, and trying to stay ahead of the

need by buying three per year. Annual street projects was then discussed. A lengthy discussion took place regarding the possibility of a premier resort tax. It was moved by Kolb, seconded by Plautz to forward to Council for consideration with next week's Capital Plan discussion. Motion carried unanimously.

- f. Consider requesting the State Legislature to appropriate more money for local road improvements – Wedekind voiced his opinion and is against this, but believes that we need a wheel tax. Kolb moved, Plautz seconded to approve. Motion carried unanimously.
- g. Consider creation of a new Ordinance requiring gun shops to have a video surveillance system – Truman presented the draft ordinance to the Committee along with a memorandum summarizing the legal background on the issue. Schauf explained the PD's request for the ordinance as stemming from an incident involving the theft of a gun from a local gun store and the problems caused to the investigation by there not being video surveillance at the gun store. It was moved by Kolb, seconded by Plautz to forward to the Council with a positive recommendation. Motion carried unanimously.
- h. Review and recommendation to renew an Agreement with Waste Management for Refuse and Recycling disposal at their Lake Delton Transfer Station – Pinion said the current agreement is from 2010. He said it was a three-year agreement that would automatically renew each year with a maximum increase of 3%. He said that it has not been 3% each year, solid waste has been consistent; however, recycling Waste Management has not increased the price in the past four years. He said recycling rate is at \$97.94/ton, if they had increased the price by 3% per year, we would be at approximately \$108.00. He said what they are proposing with the new contract because the demand for recycling is diminishing, as well as the price that they are being compensated for those items, they would like to see us start at a cost of \$120.00, which is a 20% increase over the current. He said that on the recycling side of pure disposal the City is doing well, because we get a rebate from what they actually sell that is not reflected in the base price and then we get the recycling grant. He said that instead of a 3% increase, Waste Management wants to tie it to the mythical consumer price indexing for urban consumers for water, sewer, and trash collection. He said when he looked at this over the last 12 months it averaged about ½ per month, 6% per year. Pinion feels that there is room to negotiate. He said that the location is convenient for the City; however, citizens need to be re-educated because there have been changes made in the nature of recyclable goods being accepted. He said that in exchange for re-educating the public, they would provide adhesive stickers to be placed directly on carts. He said that it is up to the discretion of Waste Management; if there is more than 10% garbage in the recycling they will reject the load and charge \$70.00/ton as garbage. Gilman said that the flyer would be in the Newsletter being printed in September. Pinion said that updating the entire refuse ordinance will be forthcoming to the Committee with suggested changes. It was moved by Kolb, seconded by Plautz to recommend continued negotiations with Waste Management for Refuse and Recycling disposal and forward to Council for final approval. Motion carried unanimously.
- i. Review and recommendation to approve an Amendment to the 2019 Budget to cover the cost of the pending 2019 Street Improvement Projects – Pinion presented the background for the requested amendment. It was moved by Kolb, seconded by Plautz to approve the amendment to the 2019 Budget as requested. Motion carried unanimously.

Informational Items

- a. Discuss possible amendment to Section 13.24 Normal Domestic Strength sewage to add to .5 part per billion (ppb) limit for mercury – Peterson presented background. This amendment would assist the City in applying a waiver on the 1.3 ppb for a minimization study. This would help passing it through the EPA.
- b. Discuss Milwaukee PD's request for staff t next year's DNC – Schauf said that he received a request from the City of Milwaukee Police Department requesting officer and equipment support for the Democratic National Convention from July 10-17, 2020. He said that hours, wages, etc., would be totally reimbursed. Schauf said that he would have to find out exactly what resources they are looking for.
- c. Discuss traffic calming options on Washington Avenue between 2nd and Water Streets - Schauf said that based on the department's participation with the Bureau of Transportation and Safety program, they are now in a pool for a grant for equipment. The grant will be for 2020, for \$2500, and it has to be used for equipment that are not budgetary items. He said this grant could be used for more permanent solar-powered speed boards.
- d. Aldersperson Training: Council Handbook (Time permitting) – After reports, Attorney Truman provided training to Committee on the Council Handbook.

Reports

- a. Utility Superintendent's Report – Peterson presented four projects for 2020 budget. He indicated that Rob Klein and Wendy Hanley would be retiring in 2020. Sanitary sewer budget will go to Baker Tilly for calculating sewer rates for 2020. He said that there are nine lead services to be replaced.
- b. Street Superintendent's Report – Gilman presented his monthly report. He said there were three alley disassembled. Gasser will be paving Sumac on Monday.
- c. Police Chief's Report – Schauf said that Eric Oakeson has been promoted to detective. He said that he is working with the City Attorney and school to continue the work on the truancy problems.
- d. Fire Chief's Report – Stieve stated that the department received a resignation effective August 12, time constraints and loss of passion for the job are the reasons given. Mark Willer presented the results of the open house. He said they received seven potential candidates show up and an additional three or four that said that they could not make it, but were interested. Stieve said that there would be a hiring process the first week in September. He said that academy classes are happening again this year. He said that final details are being worked out the Delton Fire Department on the Auto Aid Agreement. Stieve introduced Megan Krautkramer, Building Inspector/Fire Inspector/Paid-per-Call Firefighter to the Committee.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 3:02 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

MEMORANDUM

City of Baraboo

Date: September 27, 2019
 To: Public Safety Committee
 From: Tom Pinion
 Re: Background for the September 30th mtg. @ 1:00 pm – City Services Center

ACTION ITEMS:

Item A. There is an existing tin building on the property the City acquired at 314 Depot Street. We are in the process of demolishing the existing concrete building on the site and the tin building needs to be removed to regrade the site. We have no use for the building but believe it could have a higher value for someone else. Accordingly, we would like to sell it through the Wisconsin Surplus Auction site like we do with most of surplus equipment. City policy requires that the building be declared surplus property before it can be sold and we are asking the Committee for such a declaration. A picture of the building is included in the packet.

Item B. See the attached Memo from the City Attorney.

Item D, E, F. Please refer to the attached list of prospective alley projects. I will send you the list of streets and sidewalk in a separate e-mail (most likely on Saturday).

Items G. There are approximately 70 miles of roadway in the City of Baraboo. The approximate cost to reconstruction a local road is \$1 Million per mile. The estimated life of a local roadway is 35 years. Accordingly, the City would need to spend \$2 Million per year to keep up with necessary road improvements. The current capital plan anticipates \$750,000 per year for road improvements.

During the recent Goal Setting Session, the Council directed staff to pursue alternative revenue sources for road improvements. Wisconsin law allows a city to impose a local vehicle registration fee, also known as a “wheel tax,” in addition to the regular annual registration fee. The fee applies to vehicles kept in the municipality with an automobile registration or truck registration at 8,000 lbs. or less. Vehicles exempt from the wheel tax are vehicles registered: Antique, Collector (“Collector Special” plates are not exempt), Ex-Prisoner of War (if issued without registration fee), Historic, Military, Hobbyist, Medal of Honor, and all special plates issued to a farm truck, dual purpose farm truck or motor home. The amount of the wheel tax is left to the discretion of the municipality. The municipality must use all revenue from the wheel tax for transportation related purposes.

According to WisDOT’s records, there are a total of 16,034 vehicles registered in the City of Baraboo, 13,139 of which would qualify for a Local Vehicle Registration Fee, for the 2018 Calendar Year (Ending December 31, 2018). Accordingly, a \$20 local vehicle registration fee could generate \$262,780 annually and the City would net 99.15% of that amount.

Included with the packet is an updated Local Vehicle Registration Fee FAQ for your information.

Items H. At our July meeting, Brandon Beard informed the Committee about the drainage problems he has on his property at 611 5th Street. He requested the City lower the sidewalk at his driveway so he could improve drainage from his property since it was his contention that much of the problem stems from off-site runoff.

Excerpt from the July 29, 2019 Public Safety Committee Meeting Minutes:

Request by Brandon Beard to improve drainage from his property at 611 5th Street – Engineer Pinion presented background for Mr. Beard’s request. Beard has lived at this location for over a decade and experiences periodic flooding each year. He said that the most recent 5” rainfall was problematic, flooding both his garage and basement. He said that Beard’s yard is the low point on the entire block. Pinion then presented a map showing the topography of the area. Pinion said that there is a potential to regrade it to encourage it; however, he is not convinced that it will solve the problem. He indicated where the catch basin in the middle of the alley and out front were location and said that in theory there is way to pipe it to those, but it will be so flat and a shallow bury that it could be susceptible to freezing. Beard presented photos of the flooding to the Committee. He stated that the sidewalk is too

high and there is no way to drain the water from his yard. I is Beard's suggestion to drop the sidewalk two to three inches. He said that he does not feel that he should have to pay for it because it is not his water. Pinion said that typically the sidewalk should be at least the height of the curb, because if it is below that elevation, it will actually come in and go backwards. He said that in situations like this, from his experience where there are issues, there is an opportunity to start the line of gravity and pipe it underground, put in what he would call a septic tank and a sump pump. Pinion said that this is a unique situation; in order to lower the sidewalk it would require tearing out perfecting good sidewalk. He said that on the City's Sidewalk Maintenance Program, if there is a displacement of more than $\frac{3}{4}$ ", it is torn out and replaced at City cost. However, where a sidewalk is taken out and replaced for regrading, this is not covered by City policy, which is why he suggested that Beard come to the Committee if he was going to ask for assistance. Pinion said that this would improve the situation; however, there would be some type of disclaimer stating that would state that if Beard were not happy, the City would be done. Beard stated that he understood that. Pinion said that sidewalk is approximately \$8.00 per square foot and asked Beard how many square he was thinking have tearing out and having replaced. Beard stated according to calculations, it would be six. Pinion said that a square of sidewalk is \$200.00; six would be a total of \$1200. Kolb asked about the concrete apron. Pinion said that this it would have to be replaced too; however, this typically something the City would not bear the cost of, unless the City were tearing out the curb and gutter. Beard said that that would create a flat spot if it were not torn out. Pinion asked Beard if he was requesting the City to pay for the apron also. Beard said not necessarily, he would have the same company do it at the same time as the sidewalk. Kolb moved that the City replace up to six squares of sidewalk with a legal disclaimer that the City is no longer responsible after the work is done. Wedekind seconded the motion. Motion carried unanimously.

Following is an excerpt from Section 8.09 of our Municipal Code of Ordinances regulating driveways:

Workmanship and Materials. All driveway entrances, approaches, and parking areas shall be paved. Entrance and approach paving shall be in accordance with the requirements for sidewalk construction in §8.08(5) of this chapter. Parking areas shall be paved with concrete, asphalt, or some other dust-free and track-free surface approved in advance by the City Engineer. This requirement shall apply to new driveway construction and to driveways substantially removed and replaced after August 26, 2009. When curb or gutter is removed, the new connection shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat, workmanlike manner.

Following our July meeting, I did some survey work on the subject property and provide the property owner with a couple of options that would solve the drainage problem. I subsequently met with the property owner on September 19th to review the information I previously provided. I asked the property owner for a detailed description of the work he was proposing as well as a corresponding schedule to ensure that the problem would be solved in a timely manner once the sidewalk was lowered. I think it's fair to say that the property owner and I have differing opinions of the best way to solve the problem, which I believe is why he is asking to be on the Agenda again this month.

INFORMATION ITEMS:

All four items should be self-explanatory.

See you Monday at **1:00 PM !**



OFFICE OF THE CITY ATTORNEY

MEMORANDUM

To: Public Safety Committee Members; Police Chief Mark Schauf; Police Captain Rob Sinden
 From: Emily Truman, Baraboo City Attorney
 RE: Bond Schedule for Animal at Large Violations
 Date: September 17, 2019

It has recently come to my attention that the bond amounts for violations of the Animal at Large ordinance are not up to date with current practice. The bond schedule currently requires that 1st – 4th violations be initially resolved with the payment of abatement fees to the City and only with non-payment will a citation be issued. This practice appears to have originated many years ago when the City had its own animal pound, and most animal at large cases resulted in the animal being taken to the pound. The abatement fee would cover the minimal City costs. Because the City now contracts this service to the Sauk County Humane Society, there is no cause for the City to require payment of abatement charges; instead, the desired practice of the Police Department is to have the initial ability to issue a citation.

Taking all of above into consideration, it is recommended that the following changes be made to §25.10(i)(4) of the Baraboo Municipal Code¹:

- (4) Dog or cat at large violations: (§12.13(7)(c), & 9.09 Code) (1719 01/18/94, 2072 01/22/2002)

First Offense: ~~\$310.00. -abatement charge paid to the Baraboo Police Department, plus the Sauk County Animal Shelter impoundment fee if captured.~~

Second Offense by same person within 12 months of occurrence date of first offense: ~~\$50.00 abatement charge paid to the Baraboo Police Department, plus the Sauk County Animal Shelter impoundment fee if captured.~~

Third Offense by same person within 12 months of occurrence dates of two prior offenses: ~~\$75.00. abatement charge paid to the Baraboo Police Department, plus the Sauk County Animal Shelter impoundment fee if captured.~~

Fourth and subsequent violation by same person within 12 months of occurrence dates of prior offenses: ~~\$80.00. -abatement charge paid to the Baraboo Police Department, plus the Sauk County Animal Shelter impoundment fee if captured.~~

~~The foregoing fees must be paid within 21 days of the date of offense. No citation shall be issued if the abatement fee is paid within 21 days. If the fee is not paid within 21 days, a citation may be issued for the violation and the standard bond amount shall apply.~~

¹ Note that the dollar amounts are the forfeiture amounts and do not include the court costs. With court costs added, at the current rate of court costs, 1st offenses will have a total bond amount of \$150.10, 2nd offenses will have a total bond amount of \$200.50, 3rd offenses will have a total bond amount of \$232.00 and 4th offenses will have a total bond amount of \$238.50.



To: Tom Pinion, P.E.
City of Baraboo
101 South Boulevard
Baraboo, WI 53913

Date of Issuance: September 19, 2019

MSA Project No.: 00035033

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: City of Baraboo Closed Landfill Monitoring Sept. 2019 3rd Qtr Gas Monitoring Report, Dec. 2019 4th Qtr Gas Monitoring/Report Plus Three Years 2020 thru 2022

The scope of the work authorized is: Annual monitoring 2020, 2021, and 2022 from 10 monitoring wells and piezometers (TW-1, 2, 3A, 3B, 4A, 4B, 4C, 5A, 5B, & 5C) for: chloride, iron, hardness, alkalinity and VOCs (8260) in June of each year; annual monitoring from 8 private wells (tap samples) [Dzura (S3877), Miller & Pace (S3881C), LaMasney (S3846), Nelson (E11878A), Laughnan (E11810), Smith (E11832), Rich (S3998), and Hutchinson (S3930B)] for VOCs (8260) in June of each year (Schwarten, Funk and Wedekind wells are not included); quarterly gas probe (two nested gas probes GP-5A,B,C and GP-6A,B,C) and three passive gas extraction wells (GEW-1, GEW-2, and GEW-3); Sept. 2019 (report), Dec. 2019 monitoring/report; quarterly gas monitoring March, June, Sept., and Dec. in Years 2020, 2021, & 2022; data evaluation; landfill gas data spreadsheets; electronic data submittals; reporting; and project management. Does not include any repair/replacement of gas probes, passive gas extraction wells, and/or monitoring wells.

The schedule to perform the work is: approximate start: September 15, 2019
approximate completion: January 31, 2023

The lump sum fee for the work is: \$16,230 per year – per unit cost basis as attached. (\$52,530 total contract for: Sept. 2019 3rd Qtr report, Dec. 2019 4th Qtr gas monitoring/report Plus Three Years 2020 thru 2022). Should the sampling or work scope change (increase or decrease), the unit cost rates would be applied accordingly.

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF BARABOO

Tom Pinion
Director of Public Works/City Engineer
Date: _____

101 South Boulevard
Baraboo, WI 53913
Phone: (608) 355-2730
Fax: (608) 356-0518

MSA PROFESSIONAL SERVICES, INC.

Richard S. Lyster, P.G.

Team Leader

Date: 09/19/19

Brad R. Kraemer, P.G.

Project Manager/Senior Hydrogeologist

1230 South Boulevard

Baraboo, WI 53913

Phone: (608) 356-2771; Fax: (608) 356-2770

Municipal Vehicle Registration Fee Frequently Asked Questions

10

August 2019

This information is intended to inform residents of a community that is considering the adoption of a municipal vehicle registration fee.

What vehicles are subject to a municipal vehicle registration fee?

An automobile or a motor truck registered under 8,000 lbs. gross weight and customarily kept in the municipality that enacted the fee. This includes:

- Automobiles, vans and Sport Utility Vehicles (SUVs) that qualify as a passenger vehicle
- Motor trucks and dual-purpose motor homes (trucks that can be equipped with a slide-in camper unit) registered at a gross weight of 8,000 lbs. or less.

Vehicles with the following license plate types are subject to a municipal vehicle registration fee, except as noted.

Standard Plate Types

- AUT** [Automobile and passenger vehicles](#): Issued for automobiles and for vans and SUVs that qualify as a passenger vehicle including those operated for hire. Driver Ed vehicles are exempt from municipal vehicle registration fee and are not included in WisDOT registration reports of vehicles subject to a municipal vehicle registration fee,
- LTK** [Light truck](#): Issued for motor trucks operated up to 8,000 lbs. gross weight including vehicles operated for hire. Dual-purpose farm trucks are exempt from municipal vehicle registration fee.

[Special Plate Types](#) - The special plates listed are available for autos and light trucks and subject to municipal vehicle registration fee. They are also available for dual-purpose farm trucks, farm trucks and motor homes that are exempt from any municipal vehicle registration fee.

- | | |
|------------|--|
| AMA | Amateur Radio |
| CLS | Collector Special (Not to be confused with Collector plates, which are non-expiring and exempt from municipal vehicle registration fee.) |
| CVG | Civilian Authorized Groups: Includes Civil Air Patrol, EMTs and Rescue Squad members. |
| DIS | Disabled Parking |
| DUK | Ducks Unlimited |
| EMT | Emergency Medical Technician |
| END | Endangered Resources (wolf design) |
| ENN | Endangered Resources (badger design) |
| FFO | Firefighter (red design) |
| FRF | Firefighter (white design) |
| GLF | Golf Wisconsin |
| GST | Gold Star Family |
| HAR | Harley-Davidson/Share the road |
| HEG | Higher Education Group (University of Wisconsin plates) |
| HEM | Higher Education Group (University of Wisconsin Madison) |
| IGT | In God We Trust |
| KID | Celebrate Children |
| LCF | Lions Foundation |
| LEM | Law Enforcement Memorial |
| LIF | Donate Life Wisconsin |
| MBO | Milwaukee Brewers (ball and glove design) |
| MBN | Milwaukee Brewers ('M' design) |
| MGP | Multi-Group: Lao Veteran and Freemason |
| MLG | Military Authorized Special Group |
| MRQ | Marquette University |
| PAK | Green Bay Packers |
| SPT | Wisconsin Salutes Veterans |

Municipal Vehicle Registration Fee Frequently Asked Questions

August 2019

| | |
|------------|---|
| TRT | Trout Unlimited |
| VET | Disabled Veteran parking |
| WHF | Women's Health Foundation |
| WNG | Wisconsin National Guard |
| XPW | Ex-Prisoner of War: No registration fee or municipal vehicle registration fee is charged for one vehicle registered by an applicant. Subsequent vehicles are subject to registration fees including any municipal vehicle registration fee. (WisDOT registration records include <u>all</u> vehicles of this type registered at 8,000 pounds or less, including those that are exempt from a municipal vehicle registration fee.) |

For more information about license plate types, please visit the [Wisconsin Plate Guide](#)

What vehicles are exempt from this fee?

Vehicles exempt from municipal vehicle registration fee are:

- Buses, motorcycles, mopeds, motor homes, low-speed vehicles and trailers
- Trucks registered at more than 8,000 pounds or registered as Farm or Dual Purpose Farm
- Vehicles registered as Antique, Collector, Driver education, Historic military vehicle, Hobbyist, Human service vehicle, Low-speed vehicle, Medal of honor, Municipal, State-owned, Special X and one vehicle with Ex-prisoner of war registration issued to any qualified individual
- Any vehicle with registration issued by a Wisconsin Indian tribe or band
- Vehicles displaying Dealer, Distributor, Finance company or Manufacturer plates

What determines whether a vehicle is customarily kept in a municipality or county?

Applications for original title and registration request the county and city, village or township where a vehicle is "customarily kept" or domiciled. This information also prints on the registration renewal notice. Renewal notices instruct the customer to change their address, or where the vehicle is customarily kept, if incorrectly shown on the notice.

In the absence of an indicated municipality or county of domicile, the owner or lessee's post office address is used to determine municipality or county of domicile, per administrative rule Trans 126.01(c).

Per s. 341.60, Wis. Stats., any person who gives a false address or location where a vehicle is customarily kept in an application for registration may be fined not more than \$200 or imprisoned not more than 6 months or both.

Are estimates of the number of vehicles subject to a municipal vehicle registration fee within a county or municipality available?

Yes. Current vehicle data is available at the end of each fiscal and calendar year. Several reports of vehicles eligible for municipal vehicle registration fee is available on the WisDOT website.

According to WisDOT's records, there are a total of 16,034 vehicles registered in the City of Baraboo, 13,139 of which would qualify for a Local Vehicle Registration Fee, for the 2018 Calendar Year (Ending December 31, 2018). Accordingly, a \$20 local vehicle registration fee could generate \$262,780 annually and the City would net 99.15% of that amount.

When is the fee charged?

WisDOT collects the fee at the time of first registration and at the time of each subsequent registration renewal. WisDOT sends vehicle registration renewal notices at least 30 days before their plates expire. The renewal notice will show the total fee due including the municipal vehicle registration fee. WisDOT adds a message to renewal notices when a new municipal vehicle registration fee is instituted to alert affected customers of the fee change.

Municipal Vehicle Registration Fee Frequently Asked Questions

August 2019

What are the administrative costs associated with a municipal vehicle registration fee?

WisDOT charges a flat fee of 17 cents per vehicle. The administrative fee is the same for all municipalities regardless of the amount of fee imposed by the municipality or the number of vehicles for which the fee is collected. .

When are fees collected from the payment of municipal vehicle registration fee disbursed to the municipality?

WisDOT sends the municipal vehicle registration fee payments collected to the municipality no later than 30 days after the end of the month in which they are collected.

Is the number of registrations that expire each month about the same?

On average, WisDOT renews about 8.3% of the registrations for autos and light trucks each month. Here's a breakdown of the average percent of vehicles subject to municipal vehicle registration fee that expire in each month.

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 6.9% | 8.0% | 9.5% | 9.0% | 9.2% | 8.3% | 9.4% | 9.5% | 8.6% | 8.1% | 7.0% | 6.5% |

How long after enactment can this fee be collected by WisDOT?

WisDOT requires notification at least 90 days prior to the first day of the month in which the amendment is effective. WisDOT also requires notification at least 90 days prior to the first day of the month in which an amended or the repeal of a municipal vehicle registration fee is effective.

What is the policy for exemptions, refunds and proration?

There are no provisions for exemptions to municipal vehicle registration fee, other than those stated above. A municipal vehicle registration fee is never prorated. The full fee is required whenever it is collected. Refund requests of the municipal vehicle registration fee paid in error may be directed to the WisDOT Research and Information Unit:

[Email: vehiclequestions@dot.wi.gov](mailto:vehiclequestions@dot.wi.gov)

Telephone: (608) 264-7447

Mail: PO Box 8070, Madison, WI 53708-8070

Can the revenues received from municipal vehicle registration fee payments be used for any purpose?

Municipalities must use the moneys from municipal vehicle registration fee payments for transportation related purposes only (s. 341.35(6r), Wis. Stats.). "Highway" is defined by state law to mean "all public ways and thoroughfares and bridges on the same." Courts have interpreted "highways" to include trails because they are "public ways and thoroughfares and bridges on the same." "Sidewalk" means that "portion of a highway between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, constructed for use of pedestrians."

If a county has a municipal vehicle registration fee in effect, can a municipality within that county also enact a municipal vehicle registration fee ordinance?

According to s. 341.35(3m), Wis. Stats: "If a municipality and the county in which the municipality is located enact ordinances under this section, a motor vehicle customarily kept in the municipality shall be subject to a municipal registration fee and a county registration fee." Therefore, both the municipality and county would collect a municipal vehicle registration fee simultaneously for vehicles subject to the fee in the municipality, if each chose to enact an ordinance.

What registration fee is collected for vehicles subject to municipal vehicle registration fee?

Not including any municipal vehicle registration fee, the annual registration fees collected are:

- Automobiles and vans/SUVs that qualify as a passenger vehicle: \$75
- Motor trucks and dual purpose motor trucks up to 4,500 pounds gross weight: \$75

Municipal Vehicle Registration Fee Frequently Asked Questions

August 2019

- Motor trucks and dual purpose motor trucks up to 6,000 pounds gross weight: \$84
- Motor trucks and dual purpose motor trucks up to 8,000 pounds gross weight: \$106

In addition to the registration fee, there is an issuance fee of \$15 for some special plates or a \$15 annual fee if the plate is personalized. An annual tax-deductible donation of \$20 or \$25 is collected for vehicles registered with Celebrate Children, Donate Life Wisconsin, Ducks Unlimited, Endangered Resources, Golf Wisconsin, Green Bay Packers, Harley-Davidson/Share the Road, In God We Trust, Milwaukee Brewers, Trout Unlimited, University of Wisconsin and Women's Health plates. A \$10 late fee is charged if registration fee is paid after the date of expiration.

Which other counties or municipalities have enacted a municipal vehicle registration fee and what is/was the amount of the fee?

The following counties and municipalities have adopted a municipal vehicle registration fee:

| COUNTY | FEE |
|-------------------|------|
| Chippewa County | \$10 |
| Dane County | \$28 |
| Eau Claire County | \$30 |
| Green County | \$20 |
| Iowa County | \$20 |
| Lincoln County | \$20 |
| Marathon County | \$25 |
| Milwaukee County | \$30 |
| Portage County | \$20 |
| Richland County | \$20 |
| St. Croix county | \$10 |

| MUNICIPALITY | FEE |
|---------------------------|------|
| City of Appleton | \$20 |
| Town of Arena | \$20 |
| City of Beloit | \$20 |
| Village of Bellevue | \$20 |
| Village of Eden | \$20 |
| City of Evansville | \$20 |
| City of Fort Atkinson | \$20 |
| City of Gillett | \$20 |
| City of Green Bay | \$20 |
| Village of Iron Ridge | \$20 |
| City of Janesville | \$20 |
| City of Kaukauna | \$10 |
| City of Lodi | \$20 |
| City of Manitowoc | \$20 |
| City of Milton | \$30 |
| City of Milwaukee | \$20 |
| City of Montello | \$20 |
| City of New London | \$20 |
| City of Platteville | \$20 |
| City of Portage | \$20 |
| Village of Prairie du Sac | \$20 |
| City of Rice Lake | \$20 |
| City of Sheboygan | \$20 |
| Village of Tigerton | \$10 |
| City of Waterloo | \$15 |

City of Baraboo
Water and Sewer Utilities

Transaction Register - Billing Adjustments
Dates: 09/01/2019 - 09/30/2019

Page: 1
Sep 26, 2019 12:11PM

Report Criteria:

Selected types: Billing Adjustment

Billing Adjustment

09/16/2019

| Name | Customer Number | Type | Description | Amount | Service |
|-------------------|-----------------|--------------------|-----------------|--------|----------|
| KRUEGER, BETTY | 55-090000-00 | Billing Adjustment | REPLACED TOILET | -32.29 | Multiple |
| Total 09/16/2019: | | | | -32.29 | |

09/25/2019

| Name | Customer Number | Type | Description | Amount | Service |
|-----------------------------------|-----------------|--------------------|---|---------|------------|
| CASTLE, EARL | 78-031000-00 | Billing Adjustment | REPAIRED TOILET ON 7/27/19 | -11.11 | Multiple |
| CITY OF BARABOO - CITY SERVICES C | 64-094000-00 | Billing Adjustment | WA CREDIT BULK FILL 3RD QTR 13,900 @ .140 | -19.46 | WATER - 10 |
| CITY OF BARABOO - CITY SERVICES C | 64-094000-00 | Billing Adjustment | SE CREDIT BULK FILL 3RD QTR 13,900 @ .402 | -55.88 | SEWER - 30 |
| MONTEZ, VINNIE | 73-048000-00 | Billing Adjustment | REPAIRED TOILET | -11.75 | Multiple |
| PLAUTZ, MICHAEL | 91-027000-00 | Billing Adjustment | REPAIRED LEAK | -.59 | WATER - 10 |
| Total 09/25/2019: | | | | -98.79 | |
| Total Billing Adjustment: | | | | -131.08 | |
| Grand Totals: | | | | -131.08 | |

Report Criteria:

Selected types: Billing Adjustment

Office of Utility Superintendent
450 Roundhouse Ct, Baraboo, WI 53913



Phone: (608) 355-2740
E-Mail: wpeterson@cityofbaraboo.com

To: Public Safety Committee
From: Utility Superintendent
Re: Sept 2019 Agenda

Old Business:

None

New Business:



None

Reports:

2020 Budgets - At this time, I have nothing for you to look at. 9/30 is the end of the quarter and we need a few days to input the revenues into 2019 budget and use those numbers to project revenues for 2020. We have to present budgets to city staff on 10/2. I can tell you that with all the projects, we will need to really dig into our reserves. Water rates will not change for 2020. Our auditors have not provided us with the projected sewer rates yet.

Rob Klein – Will be retiring 1/3/20. We will start the advertising for his position soon, with the hope to have his replacement here by early December.

WWOA Conference – Eugene, Jeremy and myself will be attending the conference in Green Bay. Oct 8-11.

|  | <div>City of Baraboo</div> <div>Department of Public Works</div> <div>Activity Report</div> <div>September 2019</div> | |  |
|---|---|-------------------------|---|
| TASK | DESCRIPTION | DATE | |
| Curbside Trash Service | We provide curbside trash pickup to the residents weekly. | Daily | |
| Curbside Recycling Service | We provide curbside recycling pickup to the residents every other week. | Bi-weekly | |
| Signs and Lights | We perform maintenance and repairs on signage, traffic lights, and street lighting as needed. We also provide signage and detours on work performed in house. | Daily | |
| Street Sweeping | We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system. | 3,4,5,9,10,11,13,16 | |
| Vehicle Repair and Maint. | We perform repairs and routine maintenance on our equipment and assist other departments as needed. | Daily | |
| Catch Basin Cleaning | We routinely clean the catch basin tops to avoid material entering the storm sewer system and enhance drainage during rain storms. | 3,12 | |
| Brush Clean-up | We collect brush that residents place curbside or in alleyways. Monthly brush pickup is the last full week of each month. | 10,23,24 | |
| Facility or Equipment Cleaning | We clean our equipment and facility as time permits. | 3 | |
| Hot Mix | We use hot mix asphalt when needed to provide larger, longer term repairs. | 5,6,9,10,17 | |
| Cracksealing | We rout and seal cracks and curblines on streets that are able to be preserved. (6,7,8 ratings) | 5,6,9,10,18,19,20,23,24 | |
| Old Shop Repair | We are repairing areas on the former Public Works Building to prevent water from getting in. | 18,19 | |
| Patching | We patch streets, alleyways, and parking lots as needed and when weather permits. | 10,16 | |
| Alleys | We replaced the 7/8 Alley approach as part of the alley reconstruction. | 4,13 | |
| Summit Street Sidewalk | We removed a failed section of public sidewalk that will be replaced when the property owner completes their retaining wall rebuild. | 23 | |
| Compost Yard | We are cleaning up the brush/ compost site to improve the appearance and efficiency of the area. | 3,4,10,11,12,23,24 | |
| 4th Street Parking Lot Replacement | We removed the aged asphalt and prepared the lot for new asphalt. | 9,10,11,12,13,16,17 | |
| 314 Depot Street | We removed the former Jim's Truck Repair as part of our campus improvement plan. | 10,11,12,13,16,17,18 | |
| Mill Race Drainage Restoration | We gradec the grass area of Mill Race to enhance drainage away from the street surface. | 3,4,5,6 | |
| Storm Sewer Repair | We repair or maintain storm sewer manholes and catch basins as needed and weather allows. | 3,10,11,16 | |
| Water Utility | We assist the Water Utility with various tasks when needed. | 4,5,6 | |
| Parks Department | We assisted the Parks Department with tree/limb removals that were damaged due to wind. | 17,18,19 | |